Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported *(only use this field for LEG service member of staff)*	Leeds Conservatoire
Core Job Role:	Member of HE Registry Team core to MIS function, within the Quality and Standards Directorate
Job Title:	Data Returns and Quality Assurance Analyst
Reports to:	Group Head of HE MIS
Grade	E (SO2)
Date of compilation:	29/11/23

ROLE SUMMARY:

This role is to take the lead on the identification, preparation, analysis and presentation of data and information required by Leeds Conservatoire and University Centre Leeds, their stakeholders, and external agencies. The post holder will lead on the timely production and submission of the Group's HE provision student focussed statutory data to funding and regulatory bodies (including, but not limited to HESA, OfS, ESFA). This role has responsibility for quality assuring student data throughout the year in preparation for statutory returns submissions and ensuring that MIS platforms have the relevant tools to capture and process the funding and regulatory returns.

The post holder will support the development, management and maintenance of core MI systems. They will be instrumental in the implementation of the Student Information System (SIS) that will provide a single student record system for the Group's HE provision. This includes auditing the input of data into the Group's HE student record system and other supporting systems and ensure that systematic checks are carried out to maintain data integrity and accuracy.

SPECIFIC ROLE RESPONSIBILITIES:

1. Leading on the preparation and production of statutory returns for all external funding and regulatory bodies. Be the central point of expertise in student focussed statutory returns, ensuring that knowledge of the area is up-to-date and capable of adaptation to meet new funding environments and other changes in the onward use of student data. Providing expert advice, guidance and information to colleagues including but not limited to significant developments and changes. Assist in data integrity issues regarding statutory returns involving SIS data.

2. Develop, code, deploy and maintain robust systems, reports and processes to quality assure student data. Ensuring that data is sourced, collected and returned in a timely manner.

3. Ensure that adequate data quality exception checking processes are in place to support the proactive monitoring of data quality.

4. Regularly review BI Dashboards, Reporting Systems and toolsets to ensure that they continue to meet the evolving needs of the business, regulatory and statutory requirements.

5. Maintain the integrity, accuracy, relevance and completeness of all data entered in the Information Systems within the team's portfolio.

6. Audit all MIS supported systems and the data contained therein.

7. Be an escalation point for users who have identified problems with statutory & student data.

8. Ensure that processes are in place to support the accurate collection of data, including statutory requirements.

9. Ensure that all corrections required for MIS related systems and their data are actioned.

10. Support the Academic and Professional Services teams across Leeds Conservatoire and University Centre Leeds in their student lifecycle tasks as related to MIS and actively work with them to ensure that data is accessible and relevant to their needs so as to improve efficiency and effectiveness of student administration.

11. Work with colleagues and teams across the institution to maximise the use of information in the management of the organisation to help them drive improvements in performance and quality.

12. Support all MIS processes related to student funding and the student lifecycle.

13. Develop and support a suite of dynamic reports using reporting tools such as PowerBI and Microsoft Reporting Services and liaising with stakeholders to ensure that their needs are met.

14. Support the continual development and maintenance of MIS and Planning systems including (but not be limited to) Student Record System, Curriculum Planning, Timetabling System, Register System and all External Data Reporting Systems.

15. Produce internal statistics, information and reports for funding, performance reviews, management and academic purposes.

16. Assist in the production of evidence for internal and external auditors.

17. Provide documentation, technical expertise and training support on processes and procedures relating to MIS, Planning and Reporting services systems to ensure that effectiveness and efficiency of student data systems and processes is maintained.

18. Deal with system queries and ad-hoc requests for data and information, and process requests in relation to problem solving, systems configuration and technical faults, escalating and liaising with software houses where necessary regarding MIS and Planning Systems including but not restricted to the student record system, curriculum planning, timetabling, VLE and register systems.

19. Monitor the MIS helpdesk system and independently respond to requests and queries in a timely manner.

20. Maintain an up-to-date understanding of the MIS and Planning systems and processes including understanding of data requirements for all student focussed funding and regulatory bodies.

21. Seek to improve business processes using technology to enhance the student and staff experience and promote awareness of the Team within the organisation and the services it provides.

22. Support other MI systems including but not limited to; the creation of timetables and student registers, student tuition fee creation and the data exchange with the Group's finance systems.

23. Produce and maintain effective technical documentation for new and existing systems and applications.

CORE RESPONSIBILITIES:

24. Attend and contribute to team meetings, planning days and other departmental staff events.

25. Liaise with external agencies as required.

26. Represent higher education on relevant cross-group committees/forums.

27. Engage in policy development and review activities.

28. Develop and maintain offline and online information and communication.

29. Participate in relevant student activities and enrolment, which will involve occasional weekend and evening work.

30. Work flexibly as a member of the MIS and Registry team.

31. Attend and contribute to team meetings and staff development activities, sharing information and best practice.

32. Provide information and data to enable timely reports to be collated.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.

- Comply with all relevant policies and procedures.

- Act with honesty and integrity to maintain high standards of ethics and professional standards.

- Use and promote restorative practice approaches.

- Comply with all legislative and regulatory requirements.

- Promote a positive image of the Luminate Education Group and member organisations.

- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody our Organisational Culture:

Few rules & clear boundaries
The ability to be creative, within areas of focus.

Ownership & performance
Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment
Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective
Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition
Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive
Proactively seeking opportunities to create synergies and positive outcomes for all.

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Department	HE Quality and Standards

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. Level 4 qualification preferably in information/ data management/ business analysis	A
E	Q2. Level 3 IT qualification or the ability to demonstrate extensive depth and breadth of experience / knowledge and expertise with a range of student record systems and IT software.	A / I / T
E	Q3. English and mathematics at Level 2 or above.	A
Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Experience of working in a further education and/or higher education setting and knowledge of associated funding methodologies.	A / I
E	EK2. Experience of producing, managing, interpreting and analysing complex datasets from a variety of sources.	A / I / T
E	EK3. Experience of using a range of IT systems including Microsoft packages.	A / I

E	EK4. Experience of giving professional advice to managers and staff, handling quality queries, problems and issues and providing a satisfactory outcome.	A / I
D	EK5. Working with a range of internal and external stakeholders at all levels to understand and meet their requirements.	A / I
E	EK6. Experience of creating visual representations of data for reporting purposes.	A / I / T
E	EK7. Sound knowledge of the Data Protection Act.	A / I
E	EK8. Sound understanding and knowledge of HESA, HESES and/or other UK HE statutory returns processes.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Methodical, logical and intelligent approach to the provision of pragmatic business solutions.	A / I
E	SC2. Excellent written and verbal communication skills, with the ability to work with staff at all levels and provide excellent customer service.	A / I
E	SC3. Strong technical ability across multiple systems to input data, maintain, provide and present clear, accurate and timely information.	A / I
E	SC4. Consistently good attention to detail and accuracy whilst working under pressure to meet tight timescales/targets.	A / I
E	SC5. The ability to make data accessible to internal and external stakeholders at appropriate levels	A / I
E	SC6. The ability to work with minimal supervision, and have the confidence to make decisions on routine procedural issues and service issues.	A / I
E	SC7. The ability to manage own workload effectively in order to meet deadlines.	A / I
Behavioural, Values and Ethos		

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I